

17 JANUARY 2003



Awards, Ceremonies, and Honors

**REVEREND DR. MARTIN LUTHER KING, JR.
HUMANITARIAN AWARD**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes the Reverend Dr. Martin Luther King, Jr., Humanitarian Award. This prestigious award is designed to recognize a deserving individual or organization that has demonstrated extraordinary humanitarian actions and deeds. The instruction explains eligibility criteria, nomination, and award processes. It applies to all base employees.

SUMMARY OF REVISION

Corrects and updates office symbols, phone numbers, and requirements for the Reverend Dr. Martin Luther King, Jr. Humanitarian Award.

1. Purpose of Award. The award is established to recognize an individual or organization working effectively to support and promote humanitarian endeavors in the tradition of Dr. King. Also, to stimulate greater interest regarding humanitarian efforts within the base and local communities.

2. Eligibility. Open to all current base employees (military, civilian, NAF, contractors, etc.).

3. Nomination Criteria. Accomplishments include, but are not limited to:

- 3.1. Humanitarian activities or contributions that improve the quality of life on base or within the local community.
- 3.2. Humanitarian efforts such as feeding the hungry, caring for the poor, the elderly, and providing shelter for the homeless.
- 3.3. Activities that relate to social, cultural, public, government, or neighborly improvements on base or within the local community. (Must not be the primary job of the nominee.)
- 3.4. Provides leadership, counseling, and guidance to persons whose life is in disarray because of family environment, drugs, alcoholism, family violence, etc. (Must not be the primary job of the nominee.)

3.5. Concern about workers, safety, working environment, and equal opportunity as well as quality production from the worker.

4. Nomination Process.

- 4.1. The award period is 1 January-31 December of the nomination year.
- 4.2. Any person currently employed (or employed during the nomination period) on base, to include military, civilian, NAF, contractor, etc., may nominate a person or organization for the award.
- 4.3. The nomination process will be published in the base newspaper and all base bulletins no later than 1 November of the nomination year.
- 4.4. Nomination must be typed on a single sheet of bond paper, limited to one page, written in narrative form and stating concisely only the achievements and contributions of the nominee. Do not include newspaper clippings, articles, or resumes. Nomination must include name, address, office symbol, and phone number of nominee or organization and nominating official.
- 4.5. The nominating official must sign the nomination.
- 4.6. Nominations must arrive not later than 5 January following the nomination year. Nominations after 5 January will not be considered. Nominations are to be mailed to the African American Heritage Committee Award Project Officer.

5. Selection of Award Recipients. A selection board, appointed by the African American Heritage Committee (AAHC) and/or the African American Heritage Committee Chairperson, will determine the award winner. The AAHC committee will make a recommendation of an award recipient to the 88 Air Base Wing Commander for approval.

6. Awards Presentation and Policy. The award will be presented at the annual Reverend Dr. Martin Luther King, Jr. observance luncheon. The chairperson of AAHC publicity sub-committee is responsible to coordinate with the Public Affairs Office to ensure maximum publicity.

MICHAEL J. BELZIL, Colonel, USAF
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